

PMP Supervisors

PMP Supervisor: Supervises an employee covered under the Performance Management Program. A PMP Supervisor may also assume the role of PMP Employee, PMP Reviewer, an HR Advisor, and/or an Agency Director.

Online PMP Menu Options

The menu options presented to you after logging in depend on the access privileges you have been assigned in the system based on your PMP role(s).

All PMP Supervisors have access to the “**SUBORDINATES**” menu, which contains the following functions:

- **Add/Remove Subordinates** – This function allows PMP Supervisors to select their roster of subordinates, and release subordinates that no longer report to them. Subordinates are added and released one at a time.
 - To ADD subordinates within your own agency, select “**Add Subordinate**”, click “**OK**” and then apply the agency filter (drop down menu) at the next screen, and click “**OK**” again. Click on the circle next to subordinate’s name, and then click “**Add Subordinate**.”
 - To REMOVE a subordinate, select “**Remove Subordinate**,” click on circle next to subordinate’s name, and then click “**Remove Subordinate**.” (NOTE: If you want to view your entire list of subordinates, just click “**Remove Subordinate**” – this will display your entire roster. If you do not want to remove any subordinates, just click “**Cancel**” after you view the list)
 - You cannot add a subordinate that has already been selected by another supervisor. If your subordinate is currently selected by someone else, please contact that supervisor and ask that the subordinate be released. If the supervisor has separated from District government but did not release his/her subordinates in Online PMP before departing, please contact your agency’s HR Advisor.
- **Select/Release Reviewer** – This function enables PMP Supervisors to select or release a “Reviewer.” The Reviewer must be at a higher level in the organization than the Supervisor. The Reviewer is commonly referred to as the employee’s “2nd Level Supervisor.”
 - *It is very important to select the correct Reviewer.* If the Reviewer is not selected, the Evaluation approval process will not work.



- **Performance Plan** – PMP Supervisors click here to create, revise and/or print Performance Plans for their subordinates. PMP Supervisors click here to access subordinates' Draft Performance Plans.
- **Performance Evaluation Form** – PMP Supervisors click here to create, revise and/or print subordinates' Mid-Year and Annual Evaluations. PMP Supervisors click here to access their subordinate's Self-Evaluations.
- **Submission Status** – PMP Supervisors click here to view submission of Performance Plans and Performance Evaluations for the CURRENT fiscal year, FY 2003.
 - If you are creating an FY 2002 Performance Evaluation for your subordinate, *it will not show up in the FY 2003 Submission Status chart.*

All PMP employees have access to the “**HELP**” menu.

If a PMP Supervisor is also a PMP employee, the “**PERSONAL DRAFTS**” menu option will appear, including:

- **Performance Plan** – This menu option enables PMP Employees to create a Draft Performance Plan that can be shared with his/her Supervisor through Online PMP. The PMP Employee's supervisor can create an Official Performance Plan from the Draft Performance Plan.
- **Performance Evaluation Form** – This menu option allows the PMP Employee to create a Self-Evaluation and share it with his/her supervisor through Online PMP. The PMP Employee's supervisor can create an Annual Evaluation from the Self-Evaluation.

Completing FY 2002 Performance Evaluations for Your Subordinates

To complete an FY 2002 Performance Evaluation for your subordinates, please follow these steps:

1. Login

Login to Online PMP through the HR Applications Gateway at
<http://dcopedm.dcop.dc.gov/gateway/>

2. Select Your Reviewer

The Reviewer is commonly referred to as the employee's “2nd level Supervisor.” Performance Evaluations must be approved by the PMP Supervisor and Reviewer – so selection of the Reviewer is a critical first step

to make the approval process work! If you report directly to an Agency Director, you do not have to select a Reviewer.

- Click on **"Select/Release Reviewer"** under the **"SUBORDINATES"** menu.
- Click on **"Select Your Reviewer"** to add the name of the Reviewer, or to release the current Reviewer and replace with a new Reviewer.

3. Creating Your Subordinate's Performance Evaluation

Click on **"Performance Evaluation Form"** under the **"SUBORDINATES"** menu on the left. Select the subordinate employee for whom the evaluation will be conducted and click **"OK."**

Options presented depend on the documents that already exist in the Online PMP system for the specific subordinate employee.

- To create a Performance Evaluation based on the employee's Self-Evaluation, select **"Access employee's Self-Evaluation"** and the corresponding rating period and click on **"Go To Performance Evaluation."** Scroll to the bottom of the employee's Self-Evaluation and select **"Create New Annual Performance Evaluation from Employee's Self-Evaluation."**
- To create a Performance Evaluation based on a Mid-Year Evaluation, select **"Create new Annual Performance Evaluation from Mid-Year Performance Evaluation"** and the corresponding rating period and click on **"Go To Performance Evaluation."**
- To create a Performance Evaluation based on a current Performance Plan, select **"Create new Annual Performance Evaluation from current Performance Plan"** and the corresponding rating period. Click **"Go To Performance Evaluation."**
- *If your subordinate has not had a Performance Plan in place for at least 90 days prior to the end of the rating period, you will be unable to conduct a Performance Evaluation. The system will give you the option to click on **"Go To Performance Plan"** and create an FY 2003 Performance Plan for the employee. The employee cannot be rated for the FY 2002 period.*



4. Complete the Performance Evaluation

The Performance Evaluation is autopopulated with the competencies and goals from the Subordinate's current Performance Plan. If a Mid-Year or Self-Evaluation was created, those comments and ratings will also be populated.

To complete the Performance Evaluation Form:

- **Rate Competencies:** Rate all 15 competencies for supervisors and managers; rate the first 10 competencies for non-supervisory employees. Every competency must include a numeric rating and narrative comments.
- **Rate SMART Goals:** Include a numeric rating and narrative comments for each goal. The system will calculate a weighted rating for each goal (weighting x rating = weighted rating)

The Online PMP system will automatically generate the Overall Performance Rating.

Remember!

You must include narrative comments AND a numeric rating for each competency and goal. Comments should be thoughtful and descriptive. Use specific examples to support each rating.

5. Send Performance Evaluation to Reviewer

After you have completed your subordinate's Performance Evaluation, click "**Approve**" at the bottom of the Performance Evaluation.

- *If you have completed your subordinate's Performance Evaluation and it is ready for the Reviewer's approval, click "OK" at the next prompt. An email will automatically be sent to your Reviewer to tell him/her that your subordinate's Performance Evaluation is ready for his/her review. (Please see page 14 regarding the automatic email function)*
- *If you want to continue working on your Draft Performance Plan and it is NOT ready for your Supervisor's review – click "Cancel" at the next text box prompt. You will be able to go back to the Performance Evaluation and continue working on it.*

In Online PMP, the Reviewer will be able to access the Performance Evaluation that you created for your subordinate. The Reviewer can either approve the Performance Evaluation “as is” or request that the Supervisor make changes prior to approval.

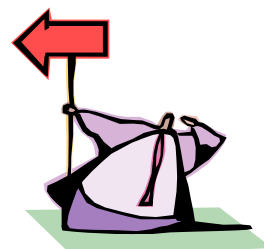
6. Enter Reviewer’s Changes

If the Reviewer wants to make changes to the Performance Evaluation, he/she will have to give the changes to you orally or in writing. *The Reviewer cannot make changes to the Performance Evaluation in Online PMP.*

Upon receipt of the Reviewer’s requested changes, you will login to Online PMP, access the Performance Evaluation, and enter any changes that were recommended by the Reviewer. Repeat steps above until the Reviewer approves the Performance Evaluation.

When the Reviewer approves the Performance Evaluation (rating and comments), he/she will click “**Approve**” and notify the Supervisor that the Performance Evaluation has been approved.

An evaluation *will not register as complete* until the Supervisor and Reviewer have BOTH approved it in Online PMP. Upon final approval of both Supervisor and Reviewer, the Supervisor may discuss the evaluation with the subordinate.



7. Supervisor Discusses Performance Evaluation with Employee

Upon the Reviewer’s approval, you should print and sign the final Performance Evaluation and obtain the Reviewer’s signature. As the Supervisor, you discuss the Performance Evaluation with the employee, and both of you sign. The final hard copy of the evaluation must include the signatures of the Reviewer, Supervisor and employee.

Help with Printing

Always use the PRINT function from within the Online PMP application. Do NOT use the print icon in your Internet browser. After you click the “Print” button from within Online PMP, your Performance Plan/Evaluation will be converted by Adobe Acrobat to create a clean version of the document that shows all goals and comments, as well as lines for signatures. After the document is converted to Adobe, click the printer icon inside Adobe Acrobat at the top of the document screen.



8. Submit Signed Hard Copy of Performance Evaluation to Agency HR Advisor

After you, the Reviewer and the Employee have signed the Performance Evaluation, submit a signed hard copy of the Performance Evaluation to the agency HR Advisor. Supervisors and employees should also keep on file a signed hard copy of the Performance Evaluation.

Creating FY03 Performance Plans for Your Subordinates

To complete an FY 2003 Performance Plan for a subordinate employee, PMP Supervisors should complete the following steps in Online PMP by **November 27, 2002**:

1. **Login to Online PMP** through the HR Applications Gateway at <http://dcopedm.dcop.dc.gov/gateway/>
2. Click on “**Performance Plan**” under the “**SUBORDINATES**” menu on the left.
3. Select the subordinate for whom the Performance Plan will be created, and click “**OK.**”
 - *If your subordinate has created a Draft Performance Plan, there will be an option to “Access Employee Draft Performance Plan.”*
 - Select this option, and enter the FY 2003 rating period.
 - Scroll to the very bottom of the Draft Performance Plan and select “**Create Official Performance Plan from Employee’s Draft.**”
 - Review and edit the Performance Plan, as necessary. Make sure to review each competency as it relates to your subordinate’s position, and make sure that all required fields are completed for each goal and development objective.
 - Select “**Save**” or “**Save and Close.**” (You may want to print a hard copy of the Performance Plan at this point to use in discussion with your subordinate)
 - Discuss the Performance Plan with your subordinate.
 - *If your subordinate has NOT created a Draft Performance Plan, select “Create New Performance Plan” and select the corresponding dates for the rating period.*
 - Review the competencies (10 for non-supervisors, all 15 for Supervisors)
 - Enter 3 – 5 SMART goals with weightings and ratings.
 - Enter 3 – 5 Development Objectives.

- Select “**Save**” or “**Save and Close.**” (You may want to print a hard copy of the Performance Plan at this point to use in discussion with your subordinate).
 - Discuss the Performance Plan with your subordinate.
4. **Approve Performance Plan**
Make any necessary revisions based on the discussion between you and your subordinate. Click “**Approve**” to register the Performance Plan as complete.
 5. After you “**Approve**” the Performance Plan, you will have the option to “**Print the Performance Plan**” or “**Return to List of Subordinates.**”
 - Select “**Print the Performance Plan**” to produce a hard copy of the Performance Plan that you and your subordinate will both sign.
 - If you want to continue working on Performance Plans for other subordinates, click “**Return to List of Subordinates.**”
 6. Both you and your subordinate should sign the hard copy of the Performance Plan. The Subordinate and the Supervisor should both keep a signed hard copy of the Performance Plan. Performance Plans are *not* filed in the employee’s Official Personnel Folder.

